

TANDY®

Cat. No. 26-3881

TEXT POWER™ 200

Print Formatter

For the Tandy 200

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Text Power™ 200

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INTRODUCTION

Text Power™ 200 gives you complete control over the way your Text documents look when you print them. With this ultimate print-formatting tool, you can instantly change:

- justification
- line centering
- left and right margins
- top and bottom margins
- line spacing

And after changing the printing parameters, you can see what a document looks like **before** it prints using the Page Plot feature. Document previewing enables you to scroll through a document either line by line to see precisely where pages and lines begin and end, or page by page to get a rough idea of the paragraph placement of an entire page.

Text Power 200 also includes special convenience features that make it just that much easier for you to perform typing tasks that previously were time-consuming and bothersome. For example, with the program's *merge* feature, you can easily prepare personalized form letters, mailing labels, and multiple copies of a document. In addition, Text Power 200 can automatically:

- insert headers and footers at the top and bottom of each page
- number pages
- center a 1-page document vertically on a page

Text Power 200 also lets you take full advantage of the features available on your printer such as boldfacing and underlining. You'll enjoy the formatting versatility that Text Power gives you and, even more, you'll appreciate the fact that the Text Power program takes up less than 3K of your Tandy 200's valuable memory.

Equipment

Required

- Tandy 200 Portable Computer
- AC Power Supply (26-3804) or 4 AA batteries
- Cassette recorder such as the CCR-81 (26-1208) or CCR-82 (26-1209)
- Recorder-to-computer cable for all recorders other than the CCR-81 and CCR-82 (26-1207)
- Any Tandy parallel printer
- Printer cable (26-1409)

Optional

- Disk/Video Interface (26-3806)
- VM-2 Monochrome Monitor (26-3211)

References

Because Text Power is for use with documents stored as text files (files with a .DO extension), this manual assumes that you are already familiar with both the Tandy 200 computer and its built-in Text program. Refer to Chapters 2 and 3 of the *Tandy 200 Owner's Manual* and the *Tandy 200 Application Quick Reference Card* for information on the Text program.

If you use Text Power with the Disk/Video Interface, refer to that owner's manual for answers to questions regarding its operation.

SETTING UP

Before using Text Power 200, we recommend that you save all RAM files (those files displayed on the Main Menu other than the Tandy 200 built-in programs) on tape as a precautionary measure. Follow the instructions in the Text Power 200 Quick Reference booklet.

To begin setting up, be sure that you connect the cassette recorder to the Tandy 200 properly. If you are going to use a printer, connect it to the computer now. Next, turn on the computer.

DVI users: You need at least 6,100 free bytes of memory to load the Text Power files from cassette to disk and then from disk to the computer's memory. Turn on the computer, and then turn on the DVI. When the screen prompts you, insert a Disk Operating System Diskette in Drive 0, and turn down the clamp lever. The drive door light goes off, and you should see the Microsoft® copyright message. Now, press the reset button on your computer. The DVI software should be loaded into your computer.

Loading and Saving Text Power Files

Follow the instructions below to load the Text Power 200 program from the cassette into a storage file in the memory of your computer.

1. Select BASIC from the Main Menu by placing the cursor over BASIC and pressing **ENTER**.
2. Next, type **SOUND OFF** **ENTER**.

3. Place the Text Power 200 cassette in the tape recorder. Rewind the tape to the beginning, and press the play mechanism. Type **RUN "CAS:LOADTP"** or simply **RUN "CAS:"** .

The program asks you to wait during the loading process. After all files are loaded, you return to the Main Menu.

```
Oct 03,1985 Thu 10:44:50 #1 (C)Microsoft
BASIC TEXT TELCOM ADDRSS
SCHEDL MSPLAN TP200C.CO TPDMP.C.O
TP430C.CO TPDWPC.CO TPIBMC.CO -.
-. -. -. -.
-. -. -. -.
-. -. -. -.
-. -. -. -.
-. -. -. -.
-. -. -. -.
-. -. -. -.
-. -. -. -.
12213 Bytes free
Bank Copy Kill
```

DVI users: After rewinding the Text Power 200 cassette and pressing the play mechanism, be sure you have inserted a formatted diskette in Drive 0. Then, type **RUN "CAS:TPTRNS"** . This step transfers Text Power's program files from the cassette to the diskette in Drive 0, creating a diskette that you can use now and later to load Text Power 200 into your computer. Once you complete this step, the **Ok** prompt reappears. Next, type **RUN "0:TPLOAD.BAS"** . This program loads Text Power's program files from the disk in Drive 0 into the Tandy 200, which is where Text Power must be located before it will run. After all files load from

disk to the computer's memory, you return to the Main Menu.

The 5 Text Power files now appear on the Main Menu. The Text Power 200 program consists of 1 core program file (TP200) and 4 printer driver files (TPDMP, TP430, TPDWP, and TPIBM®). Cassette files end in C.CO (i.e. TP200C.CO and TPDMP.C.CO), and disk files end in D.CO (i.e. TP200D.CO and TPDMPD.CO).

You will probably need only one of the printer driver files: the one that corresponds to the printer you use. The TPDMP file is for all DMP-series printers except the DMP-430, DMP-130, and the DMP-2200 printers. TP430 contains the print codes for the latter 3 printers. TPDWP is for all DWP-series (daisy wheel) printers. You can use the last file, TPIBM, with any IBM PC-compatible printer.

Note: Consult Appendix A for more details on printer driver files. This appendix contains a Print Code Chart that lists the print functions Text Power supports and information on using print codes. Appendix A also contains technical information on creating a printer driver if you wish to add print functions that are supported by your printer (but not included in the supplied printer drivers program) or if you are using a non-Tandy printer and would like to create a printer driver that is specific for that printer.

You can free more memory by deleting the printer drivers that you are not going to use. To delete a file from RAM, move the cursor over the desired file at the Main Menu, press the Kill function key (**F5**), and then press **Y** at the next prompt.

Note: The Text Power 200 Quick Reference booklet contains instructions for backing up Text Power program files and text (.DO) files on both cassette and disk.

Running Machine-Language Programs

Note to DVI users: Because there are no memory conflicts between Text Power and Multiplan when using the DVI, it is not necessary for you to read this section. Proceed to the next section, "Executing Text Power."

Please note, however, we recommend you use Text Power only in the 40-column mode for a nicer alignment of the display.

Because of competing requirements for memory space between Text Power and Multiplan®, we recommend that you create and save two 1-line BASIC programs to facilitate the loading and running of Text Power 200.

1. Select BASIC from the Main Menu.

Type 1 **CLEAR 0,MAXRAM:MENU** .

This program frees up the executable area of memory so that Multiplan can be used.

2. Press the Save function key (CLRMEM .

3. Next, type **NEW** .

4. Type 1 **CLEAR 0,58448:LOADM "TP200C.CO":MENU** .

5. Press the Save function key (RESTOR .

After you use Text Power, select the CLRMEM.BA program from the Main Menu **before** you run Multiplan to clear enough memory, and then select Multiplan.

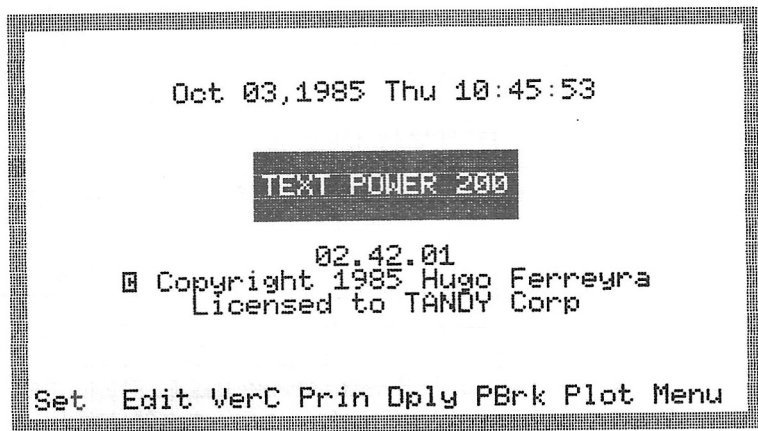
If you use Multiplan, another machine-language program, or a BASIC program with a CLEAR statement, the copy of the Text Power file is destroyed in high memory. (TP200C.CO is

still in low memory as long as you don't kill it and it appears on the Main Menu.) To reload TP200C.CO into an executable area of high memory, select the RESTOR.BA program from the Main Menu.

Note: If you are interested in knowing the memory locations of all Text Power files (cassette and disk), see Appendix B.

Executing Text Power

To execute the Text Power 200 program, select the printer driver file that corresponds to the printer you are using. Position the cursor over that file, and then press **ENTER**. Note that this is the **only** way you should execute Text Power 200. (The core file, TP200, executes automatically at the same time you select a printer driver file.) The title screen displaying the program's commands appears.



The version number of Text Power 200 is 02.42.01. Refer to it when requesting information or help from Tandy.

Program Overview

You can use 8 commands to format, display, and print your documents in the desired manner:

Set—Sets the printing parameters including left, top, and bottom margins, and page length and width. Also gives you the options of right justifying and stopping the printer between pages.

Edit—Lets you edit existing documents or create new ones. (Takes you directly into the Text program of the Tandy 200.)

Vertical Center (VerC)—Centers short documents vertically on the page.

Print (Prin)—Prints documents.

Display (Dply)—Displays a document line by line so that you can preview it before printing.

Page Break (PBrk)—Displays the first and last lines of each page.

Plot (Page Plot)—Displays a graphic representation of the document, page by page.

Menu—Returns to the Tandy 200 Main Menu.

See "Text Power Commands" for detailed instructions on using these commands.

You can also use 12 codes to change back and forth a document's internal format:

Left Margin—Changes the left margin value.

Right Margin—Changes the right margin value.

Double-Spacing—Changes the line spacing from single- to double-spacing.

New Page—Starts a new page.

Start Processing—Starts processing Text Power commands from a specified point within a document.

Stop Processing—Stops processing Text Power commands at a specified point within a document.

Center Line—Centers a line.

Required Space—Indicates a space you always want to print or, when placed between 2 words, indicates that you do not want the 2 words to print on separate lines.

Page Number—Prints a page number. When used in a header or footer, pages will automatically be numbered.

Header—Prints text at the top of every page or specific pages.

Footer—Prints text at bottom of every page or desired pages.

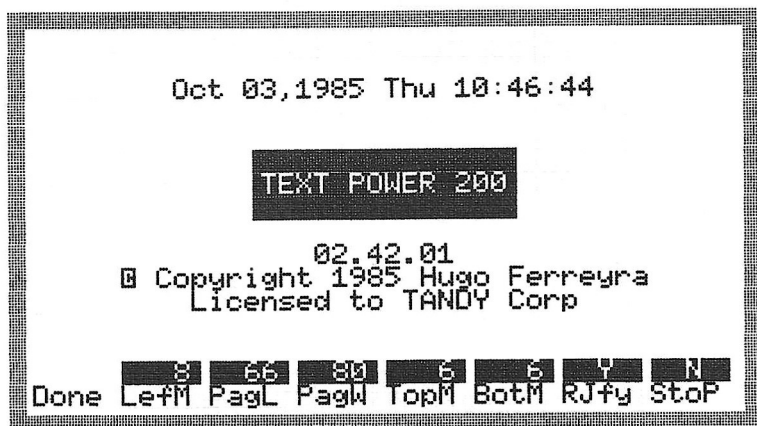
Merge—Combines information from 2 text files. Use to prepare form letters, mailing labels, or multiple copies of a document.

TEXT POWER COMMANDS

There are 8 commands you can use in editing, formatting, and printing documents. In this section, the explanation of each command includes a brief description of its function and specific instructions on using it.

Setting Printing Parameters

At Text Power's Main Menu, press **[F1]** to set the printing standards.



At the bottom of the screen, you see the printing standards with their original settings:

Press the function key (**[F2]** through **[F8]**) directly below the parameter you wish to change. The new parameters you enter stay in effect until you change them again or modify them using the internal commands.

Done—Press **[F1]** when you finish changing printing standards. The Text Power command line reappears.

LeftM—Press **[F2]** to change the left margin (the number of blank spaces on the left side of the page). Type the new value, and press **[ENTER]**.

PagL—Press **[F3]** to change the page length (the total number of both printed and blank lines on a page). Type the new value, and press **[ENTER]**.

PagW—Press **[F4]** to change the page width (the total number of spaces both printed and blank across the page). Type the new value, and press **[ENTER]**. This value is used only with Page Plot, in plotting the page edges and has no effect on the printing of your document.

TopM—Press **[F5]** to change the top margin (the number of blank lines at the top of the page). Type the new value, and press **[ENTER]**.

BotM—Press **[F6]** to change the bottom margin (the number of blank lines at the bottom of the page). Type the new value, and press **[ENTER]**.

RJfy—Press **[F7]** to change the line alignment from right justification (Y) to ragged right (N). When you right justify text, all lines end at the same column, exactly on the right margin.

StoP—Press **[F8]** to make the printer stop between pages (Y). After each page prints, the printer stops. Insert another sheet of paper, and press **[ENTER]**. Printing continues with the next page of your document. The screen then displays the number of the page that was just printed. After the document is completely printed, the printer stops. Press **[ENTER]** to redisplay the Text Power sub-command line (R/Q/P/D). Press **[Q]** to quit and return to the Text Power Main Menu.

If you are using continuous feed forms, there is no need to change this standard. (Keep the N setting.)

Sub-command Line (R/Q/P/D)

The sub-command line provides 4 options that can be used in conjunction with the Text Power Commands.

Press **[R]** to repeat the command using the same document. Type a value for the right margin and press **[ENTER]**.

Press **[Q]** to quit the command and return to the Text Power command line.

Press **[P]** to print the document using the current settings. Before you press **[P]**, be sure that the printer is ready and that you have properly aligned the paper. The very first line of the sheet of paper should be positioned just under the print head because printing begins immediately after you press **[P]**. After the document prints, the Text Power command line reappears. See "Printing Text" for more details.

Press **[D]** to display the document. The document scrolls automatically from the bottom to the top of the screen. ===== indicates the top of a page. If the difference between the right and left margins is greater than 40, the part of a text line that won't fit on the screen appears on the next screen line in reverse video so that you can distinguish one line of text from another.

If you are displaying, printing or plotting a document, the values for the top and bottom margins and number of text lines for Pass 1, Page 1 appear at the end of each page. (Pass refers to a particular copy. For example, if you used merge to make 3 copies of a document and then displayed

the document, there would be 3 passes.) If you are displaying, printing or plotting a multipage document, press the space bar to display the next page. After the entire document displays or prints the sub-command line appears below the format settings for the last page.

Press **ESC** at any time to stop the command and return to the sub-command line. Press the space bar to temporarily stop scrolling or printing. Press the space bar again to resume scrolling or printing.

Selecting a File

After you select a command (with the exception of the Set and Menu commands), all .DO (document) files stored in RAM appear, and the screen asks you for the file you want to use. If there is a previously selected file, the name of the file appears beside the prompt. To select that file, simply press **ENTER**.

To select a file that is not currently selected, type the name of the file, and press **ENTER**. It is not necessary to type the .DO extension. Do not use filenames that contain spaces. Files with a .BA or .CO extension are ignored.

If you change your mind and do not want to use the selected command, type 1 (or any number) **ENTER**. You return to the Text Power command line.

```
PRINT.DO  MEMO1.DO  LETTER.DO  MASTER.DO  
LIST.DO
```

```
MASTER File MEMO1.DO ?
```

Note: If you press **F2** to select a file, the prompt will be File to edit? instead of Master File?.

Editing Text

Press **F2** to enter the Tandy 200's built-in Text program automatically so that you can edit an existing document or create and edit a new one. After you edit the document, you can return to Text Power to continue formatting and preparing the document for printing.

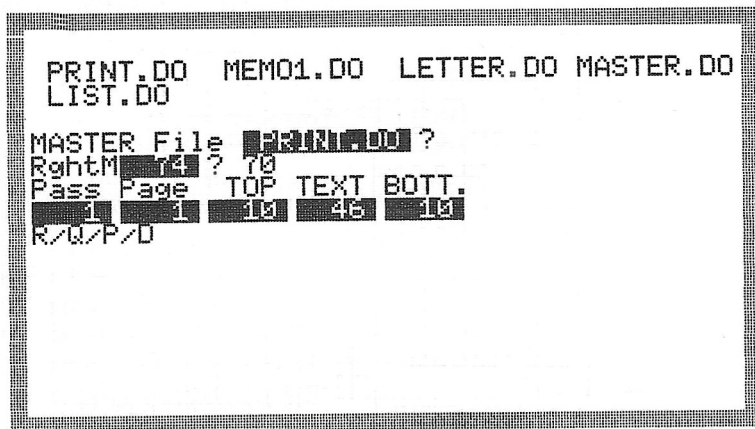
After you press **F2**, select the file you wish to edit. Use the editing features of the Text program to finish your document, and then press **F8** to return to Text Power 200's command line.

Vertically Centering Text

Press **F3** to center a 1-page document vertically on a page so that the top and bottom margins are the same (that is, the number of blank lines at the top and bottom of the page are equal). Select the file containing the document you wish to vertically center.

Next, the screen prompts you for the **RghtM** (right margin). The original value shown for the right margin is 74. To use the displayed value, press **ENTER**. To enter a different value, type the number and press **ENTER**. The number you enter must be greater than the left margin value but less than 239.

After the program performs the necessary calculations using the values for the right margin, page length, and line spacing, the values for the top and bottom margins and the number of text lines (both printed and blank lines contained in the document excluding the top and bottom margins) appear. For example, suppose you see:



```
PRINT.DO  MEMO1.DO  LETTER.DO  MASTER.DO
LIST.DO

MASTER File MASTER.DO ?
RghtM 74 ? 70
Pass Page  TOP  TEXT  BOT.
1    1    10   46   10
R/Q/P/D
```

To print the document vertically centered, you must choose the print option from the sub-command line.

Both the top and bottom margins contain 10 blank lines, and the actual text occupying the middle of the page contains 46 lines. Obviously, if you add all the values, $10 + 46 + 10$, the total is 66, or the page length (the current total number of lines on a page).

Note: If the document does not fit on 1 page, you see:

```
MULTIPAGE,will use cur.val.  
R/Q/P/D
```

Although you cannot vertically center multipage documents, you can go ahead at this point and print or display the document using the current top and bottom margin values and other printing standards.

Printing Text

Print a document using the Print command (or the Print option of the sub-command line). Whether you use the Print command or Print option, follow these general procedures.

Before you print a document, be sure you have already set all printing parameters using the Set command because the program uses the current values. Also, be sure that the printer is ready and that you have properly aligned the paper because printing begins immediately after you enter the right margin.

To use the Print command, press **F4**. All .DO filenames appear. Select the file you wish to print. If you are using the Print option of the sub-command line, Text Power automatically selects the current file with which you are working.

Before printing, the screen prompts you for the right margin. To use the displayed value, press **[ENTER]**. To enter a different value, type the number, and press **[ENTER]**. Printing begins immediately after you enter the right margin. The sub-command line reappears after printing stops (unless you've selected Pause Between Pages).

If the printer is not ready when you try to print, you hear a loud, continuous beeping noise. Press **([SHIFT] [PAUSE] [BREAK])** to cancel the print operation. The Text Power command line reappears. Ready your printer, and try again.

If the printer starts and then stops printing, either fix the printer so that you can continue printing, or press **[BREAK]** **([SHIFT] [PAUSE])** to stop printing and return to the Text Power command line.

Press **[ESC]** to stop printing and return to the sub-command line.

To temporarily stop printing, press the space bar. Press the space bar again to resume printing.

Note: To advance the printer to the beginning of the next page, press the **[LABEL]** key to perform a top-of-form function. This feature is available only while the Text Power 200 command line is displayed.

For information on using print codes such as boldface and underline, see Appendix A.

Displaying Text

Press **[F5]** to display a document. After the filenames appear, select the file you wish to display. Next, enter the desired right margin.

After you enter the right margin, the document scrolls automatically from the bottom to the top of the screen. ===== indicates a page break. Any part of a text line that won't fit on the screen appears on the next screen line in reverse video.

The values for the top and bottom margins and number of text lines appear for Pass 1, Page 1. After the entire document displays, the sub-command line appears below the format settings for the last page. If you are displaying a multipage document, press the space bar to display the next page.

Press **[ESC]** to stop displaying text and return to the sub-command line. Press the space bar to temporarily stop scrolling. Press the space bar again to resume scrolling.

Note: Tab spaces are filed with the symbol \boxplus (i.e. 123 $\boxplus\boxplus\boxplus\boxplus\boxplus$ 123).

Page Break Previewing

Press **[F6]** to display only the page breaks (the first and last lines of each page) in your document. After the filenames appear, select the file you wish to display. Next, enter the desired right margin.

After you enter the right margin, the first and last lines of each page (which might be blank or contain text) scroll automatically from the bottom to the top of the screen. ===== indicates the start of a new page. The values for the top and bottom indicate the number of blank lines either preceding the text or following the text for each pass and page.

After the entire document displays, the sub-command line appears below the format settings for the last page. If you

are displaying a multipage document, the display stops at the end of each page break. Press the space bar to display the page breaks of the next page.

It is a good idea to preview page breaks before printing so that pages begin and end at the points you want. For example, you might not want widow lines to be printed. (A widow line is the first line of a paragraph stranded at the bottom of a page or the last line of a paragraph stranded at the top of a page.) After you use the Page Break command, you can insert a New Page code to control where pages begin and end. (See the section, "Text Power Formatting Codes.")

Press **[ESC]** to stop page break previewing and return to the sub-command line. Press the space bar to temporarily stop page break previewing. Press the space bar again to resume page break previewing.

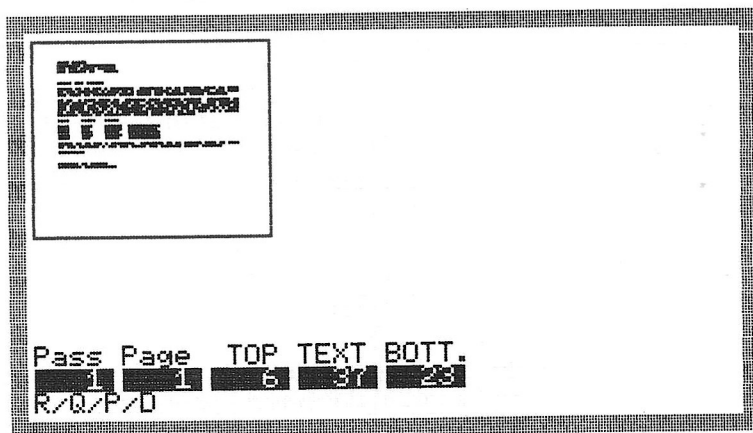
Note: Headers will be displayed along with the first and last lines. Bottom margins are counted as blank lines, but top margins are not.

Page Plot Previewing

Press **[F7]** to see a symbolic likeness of an entire page of text on the screen, 1 page at a time. After the filenames appear, select the file you wish to display. Next, enter the desired right margin.

After you enter the right margin, the graphic representation of the page displays at the top of the screen. (The values you entered for the page width and length using the Set command represent the dimensions of a page in the plot.) The number of blank lines for the top and bottom of each page and the number of text lines for Pass 1, Page 1 appear beneath the page plot.

For example, this is a plot of a 4-paragraph letter.



The sub-command line appears below the format settings for the last page. If you are displaying a multipage document, press the space bar to display the plot of the next page, or you can press **ESC** at any time to have the sub-command line appear.

Press the space bar to temporarily stop page plotting. Press the space bar again to resume page plotting.

Note to DVI users: Document plots appear on the computer's screen. All prompts still appear on your monitor.

Menu Return

When you finish using Text Power, press **F8** to return to the Tandy 200 Main Menu. You exit the Text Power program, and the Tandy 200 Main Menu reappears.

TEXT POWER FORMATTING CODES

You can use 12 formatting codes within a document. Although you see internal formatting codes on the screen while editing, they do not occupy space when printing or using Page Plot.

Use the Edit command to enter the Tandy 200 Text program, and then select the file you wish to edit. Insert all desired formatting codes, then use the Plot command to see the effect of inserting the codes. (Character attributes such as boldface, and underline will not be displayed.)

In general, to insert a formatting code, move the cursor to the position at which you wish to start using the feature. Hold down the first key and without releasing that key, press the second key. Then, if necessary, press the third key.

Left Margin—Move the cursor to the beginning of the line on which you wish to start a new left margin. Hold down **GRPH** and then type **l**. Type a new left margin value, and press **ENTER**. (The left margin code must be on a line by itself.)

The Left Margin code looks like ➔ .

Right Margin—Move the cursor to the beginning of the line on which you wish to start a new right margin. Hold down **GRPH**, and then type **r**. Type a new right margin value and press **ENTER**. (The right margin code must be on a line by itself.)

The Right Margin code looks like ↵ .

Notes About Setting Margins:

If you change the margins using the internal formatting codes and then print, plot, display, vertically center or page break your document, the new settings will appear in the printing parameters.

If you press **[ESC]** to stop plotting, printing, or displaying, the left margin value you originally entered in the Set command resets to the left margin value that was in effect at the time you pressed **[ESC]**. Also, if you change the right margin to a value greater than the value you entered when prompted for the RightM, the value displayed for RightM could change as well to reflect the new right margin.

If you are going to use these internal formatting codes, we recommend that you enter the values you normally want to use for both the left and right margins at the end of the text file. Press **[CTRL]** **[↓]** to move the cursor to the end of the document, and use the **[GRPH]** **l** and **r** commands to insert the normal left and right margin values at the end of your document.

Double-spacing—Move the cursor to the beginning of the line at which you wish to start double-spacing. Hold down **[GRPH]**, and then press **[SHIFT]** **[D]**. Next, type **1** **[ENTER]** to turn on double-spacing. Place both the double-spacing code and the number 1 on the same line by themselves.

Move the cursor to the beginning of the line at which you wish to stop double-spacing. Press **[GRPH]** **[SHIFT]** **[D]**, then type **0** **[ENTER]**.

The double-spacing code looks like **␣**.

New Page—Move the cursor to the beginning of the line on which you wish to start a new page. (The previous line will be the last line of the page.) Hold down **[GRPH]**, and type **p** **[ENTER]**. (The new page code must be on a line by itself.)

The New Page code looks like **␣**.

Start Processing—Move the cursor to the position at which you want to begin processing Text Power commands, and then press `[CODE] [=]`. The program starts processing the Vertical Center, Print, Display, Page Break Preview, and Plot Page Preview commands from the specified point.

The Start Processing Code looks like `""`.

Stop Processing—Move the cursor to the position at which you want to quit processing Text Power commands, and then press `[CODE] [—]`. The program stops processing the Vertical Center, Print, Display, Page Break Preview, and Plot Page Preview commands at the specified point.

The Stop Processing code looks like `^`.

Center Line—Move the cursor to the beginning of the line you wish to center. Hold down `[GRPH]`, and press `[SHIFT] [C]`.

The Center Line code looks like `⌘`.

To center text that is double-wide, you must change the right margin. Add the current left and right margin values, and divide the total by 2. The example below shows how to find the value needed to center text where the left margin is 10 and the right margin is 70.

1. Add the left and right margin values.

80

2. Divide the total by 2.

40

3. Enter the result as the new right margin, and then use the center line command on the next line.

Note that in this case, you must select double-wide before the line you want to center. Do not forget to return to the normal pitch and right margin after the centered line.

Required Space—Move the cursor to the position at which you want to ensure that a space prints, then press **GRPH** **:**. A required space always prints and can serve as a link between the text that comes before and after it.

The Required Space code looks like **⌘**.

For example, suppose you wanted to be sure that the date, December 27, 1986, would not print on different lines because of word-wrapping or right-justifying. You would type **December**, press **GRPH** **:**, type **27.**, press **GRPH** **:**, and then type **1986**.

Note: You can also press **TAB** anywhere on a line to tab to the Tandy 200's preset tab marks. When you use the Display command, a tabbed space looks like a Required Space code (**⌘**).

Page Number—Move the cursor to the position at which you wish to print a page number. (This can be anywhere on a page.) Hold down **GRPH**, and type **n**. Page numbering begins with 1. For automatic page numbering, include the page number code in a header or footer.

The Page Number code looks like **⌘**.

Headers and Footers

A header is any text, such as a page number or chapter title, that appears at the top of every page of a document. A footer is any text that appears at the bottom of every page. Text

Power enables you to automatically print headers and footers. Enter header and footer codes at the left side of the screen (the first column position on the left), followed by the text, as instructed below.

Note: Text Power ignores all printing parameters and formatting codes that could be currently active in the main text when it prints headers and footers. Headers and footers print using the standard pitch and character set of your printer. You can use character attributes in headers and footers (i.e., boldface and underlining).

Printing begins at the first printer position on the left, regardless of the left margin set for the document. To indent or center the header (or footer) from the left side of the page, press the space bar the appropriate number of times before typing the actual text.

To enter a header that prints on every page starting with the first page, first press **CTRL** **↑** to move the cursor to the beginning of the document. Press **GRPH**, and then type h to insert a header code before the text. Type the desired header text on the same line as the Header code, and press **ENTER**. The Header code automatically reserves at least 5 lines for the top margin of the page and prints the header text on the third line.

Note: The header code must be located on the first line in the first position of your document.

To enter a footer that prints on every page starting with the first page, press **CTRL** **↑** to move the cursor to the beginning of the document. If you have already entered a header, press **↓** to move the cursor to the beginning of the next line. (Enter a header first, followed by a footer.) Press **GRPH**, and type f. Type the text you want to print at the bottom of pages, and then press **ENTER**.

Note: For example, if the top margin is 3, printing of the main document begins on Line 6. After you enter the Print command, the printer advances 2 blank lines, and then the header text prints on Line 3. The printer then advances 2 more blank lines to separate the header from the text, after which the printer advances the necessary number of blank lines to complete the number reserved for the top margin.

If the top margin is 8, printing of the main document will begin on Line 9. The printer will advance 2 blank lines, print the header line, and then advance the paper 5 blank lines.

The same applies to footers and bottom margins, except in reverse.

To change the text of a header, press `[GRPH]`, and type `h` on the page **preceding** the page on which you want to print the new header. Type the new header and press `[ENTER]`. (Embed the `[GRPH] h` code on a line by itself.) To stop printing a header on a page, press `[GRPH]`, and type `h [ENTER]` followed by a space on the page preceding the page on which you do not want to print the header.

To change the text of a footer, press `[GRPH]`, and type `p` on the page on which you want the new footer followed by the new footer, and press `[ENTER]`. To stop printing a footer, press `[GRPH]`, and type `f [ENTER]` followed by a space on the page on which you do not want the footer to print.

We recommend that you not use any print code in a header or footer that is repeatedly turned ON and OFF in the main text. See "Using Print Codes" in Appendix A for more information.

Merging

Text Power's Merge code enables you to combine information from 2 text files. You can merge text from files for any reason and in any fashion you wish, but typically, you'll use merging to prepare personalized form letters to avoid typing repetitive information. For example, 1 text file can be the form letter, which contains the information that stays the same (the *Master* file), and another file can contain the information that varies—names, addresses, salutations, and other clauses that differ from letter to letter (the *Merge* file).

You can name the 2 files anything you wish—Text Power puts the information from the file you specify as the Merge file into the file you specify as the Master file. For example, suppose you wanted to use Text Power to print a form letter. First, the program would open the Master file, and when it came upon a Merge code, it would open the Merge file and take out text until it found the first Merge code in the Merge file, and then print that text. The program would then return to the Master file, print up to the next Merge code in the Master file, and then return to the Merge file, printing the next batch of text terminated by a Merge code.


Select the Text program from the Tandy 200 Main Menu, and create the Master file. Type the parts of the letter that stay the same as you would any other text, except that at the places where the information varies, press **GRPH** and type **b**. (There should be no space between **b** and the preceding word if **b** is in the middle of a line.) One space immediately to the right of the symbol is also required.

Next, create the Merge file using the Tandy 200 Text program. Type each item of information in the order in which you want to insert it in the Master file. End each merge item with the Merge code by pressing **GRPH** and typing **b** **ENTER**. Press the space bar 1 time before entering the merge item if you want to insert it in the middle of a line.

If you use the Vertical Center, Print, Display, Page Break, or Plot commands with a file that contains 1 or more Merge codes, you must enter the name of the Merge file (at the Merge file prompt) after entering the name of the Master file. If you wish to process the Master file only without inserting the items from the Merge file, type 1 at the prompt for the name of the Merge file.


Note: The number of Merge codes in the Merge file must be equal to or a multiple of the number of Merge codes in the Master file. For example, you can use 15 Merge codes in the Merge file and 5 in the Master file, i.e. 3 Merge codes in the Merge file for every Merge code in the Master file.

After you set up both documents, use the Display command to check that the documents merge correctly. If you see 0, there is some problem with merging the 2 documents. The 2 mistakes that usually cause this merge problem are: (1) there are more Merge codes in the Master file than there are remaining in the Merge file, or (2) you entered the name of the Merge file when prompted for the Master file.


To experiment, follow the merge example below. First create a text file for the Master file. Then, type this form letter, pressing where indicated. Press and type b whenever you see the  code.



February 10, 1986

Dear 

We have heard from several firms requesting information about

applicants interested in  positions.

ENTER

Representatives from these firms will be holding interview sessions in the upcoming weeks. ENTER

ENTER

If you are interested in signing up for one or more of these interviews, please contact my administrative assistant, immediately as reservations are needed to guarantee a time slot. ENTER

ENTER

ENTER

Sincerely, ENTER

ENTER

ENTER

There are 5 places in the above form letter indicated by where Text Power will later insert items from the merge file. Also note that whenever the variable information appears anywhere other than at the very beginning of a line, there is no space separating the code and the preceding word.

Next, create a text file to contain the merge items. Type the following information, pressing ENTER where indicated. Press GRPH and type b wherever you see . Note that you should press the space bar 1 time before each item that you want to insert in the middle of a sentence in the Master file.

John Menoda ENTER

1908 Texas Street ENTER

Kerrville, Tx. 78900 ENTER

John: ENTER

accounting ENTER

Shari Davis, ENTER

Sandy Lewis ENTER

Gary Baker ENTER

100 Elm Blvd. ENTER

Salada, Tx. 71223 ENTER

Gary: ENTER

technical writing ENTER

Brady Jones, ☐
Deborah Schnaps ☐

Now that both files are set up, use the Display command to see the form letter filled in with the information from the merge file. After the filenames appear, select the appropriate file when the screen prompts you for the Master file. Next, select the appropriate file when the program asks for the Merge file.

After you enter the desired right margin, the letter scrolls, automatically inserting each merge item at the appropriate place. After all ☐'s contain the appropriate information for the first form letter, Text Power starts with a new page to display the next letter for filling with the second complete batch of merge items. The Text Power sub-command line (the R/Q/P/D prompt) reappears after both letters display.

Using Merge to Print Mailing Labels

You can use Merge codes to print mailing labels. Create a Master file, press , and type **b** . The Master file should contain only 1 Merge code—nothing else.

Next, create a Merge file for the names and addresses. To separate entries, press and type **b** after typing the last line of an entry.

Here is a sample mailing list file.

```
Laura Jones4  
1288 Apple Blossom Lane4  
Lufkin, Tx. 7611174  
Kumiko Kamata4  
1-33-4 Sirogane Dai-machi4  
Tokyo, Japan 31574  
Florence Wright4  
1450 Park Avenue4  
New York City, N.Y. 1000174  
+
```

To print labels on standard 6-line labels, use the Set command to enter these printing standards: Page Length=06, Top Margin=0, Bottom Margin=0, and Left Margin=0. If you use larger labels, change the page length to equal the maximum number of available print lines on each label.

Using Merge to Make Multiple Copies

You can print multiple copies of a document using Merge codes. Place just one **GRPH** b code at the end of the text file to be copied (the Master file). In another file (the Merge file), place a number of **GRPH** b codes equal to the number of copies desired. The Merge codes must be 1 to a line, flush with the left margin.

When you're ready to print, enter the file you're copying as the Master file, and then enter the file with the Merge codes as the Merge file. Use the Display command before printing to confirm that Text Power will generate the multiple copies. (The number of copies you wish to generate should equal the number of passes.)

APPENDIX A — PRINTER INFORMATION

Using Print Codes

Text Power works with a variety of Tandy printers, but because each printer is different, some printing features might not be available. Before you insert print codes in documents, consult the chart in this appendix to be sure that your printer can interpret and print the desired code.

To insert a print code, move the cursor to the position at which you want to start printing using the desired feature. Hold down the **CTRL** key and without releasing it, type **p** and then the letter representing the feature you want to use. Next, move the cursor to the position at which you want to stop using the print feature. Once again, hold down **CTRL**, and type **p**, followed by the same letter as before.

For example, suppose you wanted to boldface the word, **WARNING**, in your text. You would move the cursor to the **W** of the word, **WARNING**, and hold down **CTRL**, press **p**, and then **b** for boldface. (The code, **^B**, would appear before the word.) Then, you would move the cursor to the space after **WARNING**, hold down **CTRL**, press **p**, and then **b**.

Since print codes do not count as spaces, remember to type or insert spaces where needed. If you use a print code that your printer cannot interpret, the printer will simply ignore it or print a symbol indicating that it cannot interpret the specific code.

The original printing standards (displayed when you choose the **Set** command) are set for 10-pitch. If you use a code that prints more or less than 10 characters per inch, such as condensed or elongated print, you might need to change the left and right margins to maintain the page layout you are trying to achieve.

Text Power does not support proportional spacing for any printer.

Print Code Chart											
Function	CTRL p +	<div> DMP DW-IIB 200 DWP 400 210 DMP 220 130 DMP TRP DMP 420 DMP DMP 410 430 110 100 120 500 2100 2100P 510 2200 DW-II </div>									
Courier ¹	A							/			
Boldface	B	/			/	/	/	/	/	/	
Condens-16.7cpi*	C	/		/	/	/	/			/	
Double Strike ²	D										
Standard-12 cpi*	E	/			/	/	/		/	/	/
Corres-10 cpi ^{3*}	F	/			/	/	/			/	
Corres-12 cpi*	G	/				/	/			/	
Superscript	H	/			/	/	/		/	/	/
Subscript	L	/			/	/	/		/	/	/
Microfont*	N	/								/	
Italics*	R	/								/	
Underline	U	/	/	/	/	/	/		/	/	/
Elongated	W	/	/	/	/	/	/			/	
Printer Driver File		DMP	DMP	DMP	DMP	DMP	DMP	DWP	430	DWP	

Notes

With certain printers, the second time you type a print code noted with an * to stop printing using the function, you return to Standard-10 pitch.

Remember that a code stays in effect until you turn off that code or begin again, printing from the beginning of a document.

¹The Courier® font is available on the DMP-2100P only. ^F alone starts printing using Correspondence-10 (Elite 10 cpi). ^F^A starts the Courier font.

²The Double Strike function (^D) works only with the IBM printer driver and IBM-compatible printers.

³For the DMP-2100P, Correspondence-10 refers to the Elite font.

Hexadecimal Code Chart

Printer Driver		TPDMP .CO	TP430 .CO	TPDW P.CO	TPIBM .CO
Courier	^A Start	1B 3D 32			
	End	1B 3D 31			
Boldface	^B Start	1B 1F	1B 1F	FE	1B 45
	End	1B 20 00	1B 20 00	FE	1B 46
Condensed	^C Start	1B 14	1B 14		0F
	End	1B 13	1B 13		12
DblStrike	^D Start				1B 47
	End				1B 48
Stand-12	^E Start	1B 17	1B 17	1B 0E FF	1B 3A
	End	1B 13	1B 13	1B 0F FF	12
Corres-10	^F Start	1B 12	1B 12		1B 49 02 12
	End	1B 13	1B 13		1B 49 01 12
Corres-12	^G Start	1B 1D	1B 1D		1B 49 02 1B 3A
	End	1B 13	1B 13		1B 49 01 12
Superscr.	^H Start	14 1B 1E	1B 53 00	1B 1E	1B 53 00
	End	1B 1C	1B 58	1B 1C	1B 54
Subscript	^L Start	14 1B 1C	1B 53 01	1B 1C	1B 53 01
	End	1B 1E	1B 58	1B 1E	1B 54
Microfont	^N Start	1B 4D	1B 4D		
	End	1B 13	1B 13		
Italics	^R Start	1B 42	1B 42 01		
	End	1B 13	1B 42 00		
Underline	^U Start	0F	0F	0F	1B 2D 01
	End	0E	0E	0E	1B 2D 00
Elongated	^W Start	1B 0E	1B 0E		0E
	End	1B 0F	1B 0F		14

These are the codes that each printer driver will send to your printer for each attribute selected.

Creating a Printer Driver File

Following is an outline of the general steps you should take in creating a printer driver file. You'll create a printer driver file for using print functions not included on the Print Code Chart or for using print functions with a non-Tandy printer. The remainder of this appendix details the instructions for completing these 3 steps:

1. Type and save the BASIC program called `TABLER.BA`.
2. Create a text file (.DO extension) using a name you want to use to indicate your printer driver file. Type and fill in appropriate hexadecimal codes. Refer to your printer owner's manual for the correct codes.
3. Load and run `TABLER.BA` to create the actual printer driver file (.CO extension) you can use the Text Power.

Note: There may be printers for which you will not be able to create a printer driver (i.e., serial printers).

Tandy Corporation offers support only for printers sold by Radio Shack. If you experience difficulty when using Text Power with a printer other than a Tandy printer, refer to your printer owner's manual or contact the manufacturer for assistance.

Entering `TABLER.BA`

1. Select BASIC from the Main Menu, and then type **NEW** ENTER.
2. Type the program below, pressing ENTER only when you see the \blacktriangleleft symbol.
3. After you finish typing all 7 program lines, press F3, and then type **TABLER** ENTER for the filename. Press F8 to return to the Tandy 200's Main Menu.

```

0 X$="0123456789ABCDEF":AD=63744:A=AD:CL
  S:FILES:INPUT"File Name:";F$:OPEN F$ FOR
  INPUT AS 1:LINEINPUT#1,L$:T$=LEFT$(L$,4)
  :IF T$="CASS" THEN EX=58448 ELSE IF T$="
  DISK" THEN EX=51267 ELSE E$="SYSTEM TYPE
  ":GOTO 6◀
1 O$="LF OPTION":H$="HEXADECIMAL VALUE":
  D$="CONTROL CODE":S$="# of LINES":R$=S$+
  " or CHR$":LINEINPUT#1,L$:N$=LEFT$(L$,2)
  :GOSUB 5:IF B<>10 AND B<>0 THEN E$=O$:GO
  TO 6 ELSE POKE A,B:A=A+1◀
2 IF EOF(1) THEN 3 ELSE LINEINPUT#1,L$:B
  =ASC(L$)-64:IF B<1 OR B>25 OR B=9 OR B=1
  3 THEN E$=D$:GOTO 6 ELSE POKE A,B:A=A+1:
  POKE A,0:A=A+1: IF EOF(1) THEN E$=S$:GOT
  O 6 ELSE GOSUB 4: IF EOF(1) THEN E$=S$:G
  OTO 6 ELSE GOSUB 4:GOTO 2◀
3 POKE A,255:SAVEM F$,AD,A,EX:PRINT "Tab
  le length";A+1-AD:PRINT"Done":END◀
4 LINEINPUT#1,L$:L=LEN(L$):IF L MOD 2 TH
  EN E$=R$:GOTO 6 ELSE L=L/2:POKE A,L+1:A=
  A+1:IF L=0 THEN RETURN ELSE:FOR N=1 TO L
  :N$=MID$(L$,2*N-1,2):GOSUB 5:POKE A,B:A=
  A+1:NEXT N:RETURN◀
5 H=INSTR(X$,LEFT$(N$,1))-1:L=INSTR(X$,
  RIGHT$(N$,1))-1:IF H<0 OR L<0 THEN E$=H$
  :GOTO6 ELSE:B=16*H+L:RETURN◀
6 PRINT"ILLEGAL "E$" FOUND IN LINE":PRIN
  T CHR$(27)"p "L$" "CHR$(27)"q":PRINT"EDI
  T "'F$".DO' AND TRY AGAIN"◀

```

Creating the Text File

1. At the Main Menu, select TEXT. Create a text file using a name you want to use to indicate your printer driver file. Enter the necessary information as outlined in the following steps and sample printer driver table. (For example, for an XYZ printer, you could name the file "TPXYZ.")

2. Type **CASS** or **DISK** .

You must tell the computer the type of system you are using (cassette or disk/video interface) in Line 1.

3. Type **00** or **0A** .

In Line 2, you must tell the computer whether you want it to send a linefeed or not to the printer when it encounters a carriage return (). **0A** sends a linefeed; **00** does not send a line feed.

4. Type and fill in appropriate hexadecimal codes for Lines 3-72.

Enter the information for none, any, or all of the next 69 lines, A-Z (except I, M, and Z, which are codes reserved for , , and End of file). To be consistent with the 4 printer driver files supplied with Text Power, we suggest you use the same code letter to represent the same printing function. (It is not necessary to type the 3 lines needed for each unused code.)

Note: The newer Tandy printers print an hourglass-looking symbol for every unprintable code.

CASS or **DISK**

Cassette or DVI.

00 or **0A**

No linefeed or linefeed.

A

Courier 10 cpi.

Start Hex. code

End Hex. code

B

Boldface.

Start Hex. code

End Hex. code

C

Condensed 16.7 cpi.

Start Hex. code

End Hex. code

D
 Start Hex. code
 End Hex. code
E
 Start Hex. code
 End Hex. code
F
 Start Hex. code
 End Hex. code
G
 Start Hex. code
 End Hex. code
H
 Start Hex. code
 End Hex. code
 * **J**
 Start Hex. code
 End Hex. code
 * **K**
 Start Hex. code
 End Hex. code
L
 Start Hex. code
 End Hex. code
N
 Start Hex. code
 End Hex. code
 * **O**
 Start Hex. code
 End Hex. code
 * **P**
 Start Hex. code
 End Hex. code
 * **Q**
 Start Hex. code
 End Hex. code

Double Strike.

Standard 12 cpi.

Correspondence (Elite) 10 cpi.

Correspondence 12 cpi.

Superscript.

Define your own code. (We do not recommend that you use J, although it is possible.)

Define your own code.

Subscript.

Microfont.

Define your own code.

Define your own code.

Define your own code.

R <input type="button" value="ENTER"/>	Italics.
Start Hex. code <input type="button" value="ENTER"/>	
End Hex. code <input type="button" value="ENTER"/>	
* S <input type="button" value="ENTER"/>	Define your own code.
Start Hex. code <input type="button" value="ENTER"/>	
End Hex. code <input type="button" value="ENTER"/>	
* T <input type="button" value="ENTER"/>	Define your own code.
Start Hex. code <input type="button" value="ENTER"/>	
End Hex. code <input type="button" value="ENTER"/>	
U <input type="button" value="ENTER"/>	Underline.
Start Hex. code <input type="button" value="ENTER"/>	
End Hex. code <input type="button" value="ENTER"/>	
* V <input type="button" value="ENTER"/>	Define your own code.
Start Hex. code <input type="button" value="ENTER"/>	
End Hex. code <input type="button" value="ENTER"/>	
W <input type="button" value="ENTER"/>	Elongate.
Start Hex. code <input type="button" value="ENTER"/>	
End Hex. code <input type="button" value="ENTER"/>	
* X <input type="button" value="ENTER"/>	Define your own code.
Start Hex. code <input type="button" value="ENTER"/>	
End Hex. code <input type="button" value="ENTER"/>	
* Y <input type="button" value="ENTER"/>	Define your own code.
Start Hex. code <input type="button" value="ENTER"/>	
End Hex. code <input type="button" value="ENTER"/>	

Press to return to the Main Menu of the Tandy 200.

*Can be left out if not used.

Running TABLER.BA

1. At the Main Menu, place the cursor over the file, TABLER.BA, and press .
2. The program asks you for a filename. Type the name of the text file you just created (the one containing all the printer codes).

Once the program finishes, it displays the length of the file with the message, DONE, and returns you to the ☐k prompt at BASIC. Press ☐F8 to return to the Tandy 200 Main Menu.

If you typed the information for the printer driver correctly, the TABLER.BA program takes the .DO file and converts it to a .CO file. The new file with the same name but with the .CO extension appears on the Main Menu.

You can now use it as your printer driver file. When you select the newly-created file from the Main Menu, it executes the TP200.CO file in the same manner as described for the 4 supplied printer driver files in the section, "Executing Text Power."

Do not forget to kill TABLER.BA and your .DO file to save memory space. They are no longer necessary unless you plan to create or recreate another file.

APPENDIX B — MEMORY LOCATIONS

Cassette Users

Filename	Top Address	End Address	Execute Address	Length in Bytes
TP200C.CO	58448	61103	—	2656
TPDMPC.CO	63744	63848	58448	105
TP430C.CO	63744	63840	58448	97
TPDWPC.CO	63744	63811	58448	68
TPIBMC.CO	63744	63841	58448	98

DVI Users

Filename	Top Address	End Address	Execute Address	Length in Bytes
TP200D.CO	51267	53922	—	2656
TPDMPD.CO	63744	63848	51267	105
TP430D.CO	63744	63840	51267	97
TPDWPD.CO	63744	63811	51267	68
TPIBMD.CO	63744	63841	51267	98

Text Power™ 200 is a versatile text formatter that takes up less than 3K of your computer's valuable memory. With this powerful print-formatting tool, you can instantly change:

- line alignment to center or right justify lines
- left and right margins
- top and bottom margins
- line spacing

After you reformat a document, you can see what it looks like **before** printing it. You can preview and scroll through a document either line by line to see where pages and lines begin and end, or page by page to get a rough idea of the paragraph placement of an entire page.

Text Power 200 also includes some special convenience features, such as the program's *merge* formatting code, which lets you easily prepare personalized form letters, mailing labels, and multiple copies of a document. In addition, Text Power 200 can automatically:

- insert headings and footers at the top and bottom of each page
- number pages
- center a 1-page document vertically on a page

Text Power 200 also lets you take full advantage of the features available on your printer such as boldfacing and underlining.

Required Equipment

- Tandy® 200 Portable Computer
- Cassette recorder CCR-81 (26-1208) or equivalent and cable
- Any Tandy parallel printer and cable

Optional:

- Disk/Video Interface (26-3806)
- VM-2 Monochrome Monitor (26-3211)